



## Starter guideline and checklists for new agencies

### Appendix 2

#### The Push Model

Key factors in the push model of proactive information release are a publication scheme, a populated disclosure log and an administrative access scheme.

The publication scheme is a method of organising agency information under seven headings in order to make it readily available to the public. A Disclosure Log makes information released under the RTI Act available to the public. An administrative access scheme is a policy or legislation which makes certain kinds of information available to public without a formal application. Publication schemes should contain documents which the public and media would want to access as a matter of course.

Publication Schemes			
Criteria	More information	Y	N
Is the Publication Scheme linked from the homepage of the organisation?			
Is the standard text used to introduce the Publication Scheme?	<i>The standard text is: Our publication scheme describes and categorises information routinely available from the department. It has been developed to give the community greater access to information held by government.</i>		
Are the seven categories of information covered in the Publication Scheme?	<i>The seven categories are: About Us, Our Services, Our Finances, Our Priorities, Our Decisions, Our Policies, Our Lists.</i>		
If there are terms and conditions for accessing the information, are these clearly set out?	<i>If there are charges for the information, these should be specified; if the information has to be applied for in a certain way, this should be made clear.</i>		



Publication Schemes			
Criteria	More information	Y	N
If a document cannot be made available for direct linkage, is there a description of the document?	<i>Ideally documents should be uploaded so that people can access them online. If this is not possible, for example due to the size of the document, it is important to describe it accurately.</i>		
Is there information in each category of the Publication Scheme?			
Is someone responsible for keeping the Publication Scheme updated?	<i>It is important to have a senior or executive level officer who is responsible for the publication scheme and any administrative access arrangements.</i>		

**For more information please see the OIC Guideline *Proactive Disclosure and Publication Schemes* at [www.oic.qld.gov.au](http://www.oic.qld.gov.au).**

Disclosure Logs			
Criteria	More information	Y	N
Is there a disclosure log on the website?			
Is there appropriate text describing the disclosure log?	<i>For example, Our disclosure log provides details of information released in response to non-personal RTI applications. It contains a description of the information released and, where possible, a link to the relevant documents.</i>		
Is the disclosure log easy to find from the home page?			
Are there any documents in the disclosure log?	<i>If no RTI applications have been decided there will be no documents to go in the disclosure logs.</i>		



For more information please see the OIC Guideline *Disclosure Logs* at [www.oic.qld.gov.au](http://www.oic.qld.gov.au).

Administrative access scheme			
Criteria	More information	Y	N
Is there a policy in place which allows people to request certain kinds of information?	<i>If there are non-sensitive documents or information that could be of interest to the general public and have no restrictions on making them available (but are not suitable for the publication scheme) consider allowing people to access them administratively.</i>		
Is it clearly set out on the website?			
Are there contact details for the person responsible for the administrative access scheme?			

For more information please see the OIC Guideline *Administrative Release of Information* at [www.oic.qld.gov.au](http://www.oic.qld.gov.au).



## Appendix 3

### Privacy compliance – privacy plan and collection notice checklists

The privacy principles in the IP Act set out rules for the management of personal information. These principles include:

IPP 5, which requires the agency to make the public generally aware of the personal information it holds, why it holds it and how it can be accessed or amended.

IPP 2, which requires that, when the agency collects personal information from the individual it is about, the individual is told why it is being collected, any legal authority for its collection and anyone to whom it will be given (referred to as a collection notice).

Privacy plan and collection notices			
Criteria	More information	Y	N
Does the website mention privacy?			
Is there a link to a privacy page in the footer of the website?			
Is there information on the agencies privacy policies and procedures?	<i>Agency-wide compliance with the privacy principles can be assisted by having clear policies and procedures about personal information and privacy within the agency.</i>		
Is there information available on how individuals can access their personal information?			
Is there information about how personal information can be amended?			
Are there details of the kinds of personal information held by the agency?			



Privacy plan and collection notices			
Criteria	More information	Y	N
Is there information about how to make a privacy complaint?	<i>Good complaints procedures can greatly increase the chances of resolving a privacy complaint.</i>		
Is there a collection notice included with any email addresses on the website?			
Is there information in the privacy statement about collection of personal information on the website?	<i>For example, cookies may collect personal information about visitors to the website.</i>		
Are there contact details for someone in the agency the public can talk to about privacy?			
Is there a privacy plan available?			

**For more information please see the OIC Guidelines *Collection Notices – making people generally aware* at [www.oic.qld.gov.au](http://www.oic.qld.gov.au).**



Appendix 4

**Access application compliance checklists**

If information cannot be given out informally then people may choose to make a formal application under the RTI Act or, if it is only for their personal information, under Chapter 3 of the IP Act. There are specific processes set out in the RTI and IP Acts for handling these applications and strict timeframes that must be adhered to.

<b>RTI and IP Access applications</b>			
<b>Criteria</b>	<b>More information</b>	<b>Y</b>	<b>N</b>
If the principal officer of the agency is not making the decisions him or herself: is there a delegation in place to another officer?	<i>Delegations need to be in writing, and should name an officer or position with the authority to make decisions under the RTI or IP Acts.</i>		
Has the delegated officer received the necessary training and/or support?	<i>OIC provides specific training for officers processing applications and making decisions under the RTI and IP Acts.</i>		
Is there a process in place for retrieving documents from throughout the agency when an access application is received?			
Do all agency officers understand their RTI Act obligations?	<i>It is important that information about the RTI Act is given to all officers, so they understand that all relevant documents must be sent to the RTI decision maker and that there are strict time limits under the Act.</i>		

**For more information please see the OIC Guideline *Simple guide to navigating the RTI and IP* legislation at [www.oic.qld.gov.au](http://www.oic.qld.gov.au).**